

HUMAN RESOURCES MEMORANDUM 01-029		DATE ISSUED: 09/20/2001
SUBJECT: TIME OFF FOR BLOOD DONATIONS		REFERENCE: None
TO: DIRECTOR, CHIEF DEPUTY DIRECTORS, DEPUTY DIRECTORS, OFFICE/BRANCH CHIEFS; CLIENT AGENCY EXECUTIVES; PERSONNEL LIAISONS; ATTENDANCE CLERKS		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Attached is the Department of Personnel Administration's (DPA) Personnel Liaison Memorandum 2001- 034 concerning time off for blood donations.

For timekeeping purposes, employees are requested to report the time to their Project Accounting and Leave (PAL) as Indirect 4 (General Administration) or STD 634.

Any questions regarding this memorandum should be directed to your assigned Personnel Analyst or Personnel Services Specialist.

/s/DEBRA BOULER, Chief
Office of Human Resources

DB: AH

Attachments

cc: OHR staff

State of California

MEMORANDUM

DATE: September 13, 2001

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 2001-034

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors
Employee Relations Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Time Off for Blood Donations

CONTACT: Vickie Cooley, Administrative Time Off Program Coordinator
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Email: VickieCooley@dpa.ca.gov

This memorandum is to remind State departments of the policy regarding paid time off for blood donations in response to the urgent need created by the recent events on the East Coast.

If an employee does not have sufficient time outside of working hours to make his or her donation, the employee may be allowed up to two hours without loss of pay. Efforts should be made, of course, to schedule these appointments in a manner that creates the least disruption to the work setting, preferably at the beginning or end of the work day.

In the past, State employees have generously donated to the State's blood banks. Departments should continue to be flexible in adjusting employee work schedules to allow employees to make blood donations. We are proud of the State's record and employees should continue to be encouraged to participate in this worthy and life-sustaining activity.

In instances where there is a provision in the Memorandum of Understanding (MOU) regarding time off for blood donations, the MOU language is controlling.

Michael T. Navarro, Chief
Classification and Compensation Division